



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

September 16, 1999

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-09**

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Preliminary W-2 Employee Detail Reports

The Office of State Uniform Payroll will report 1999 W-2 information to the Department of Revenue and the Internal Revenue Service through the Social Security Administration for all agencies on the Uniform Payroll System. Preliminary W-2 Employee Detail Reports will be generated after payroll "Calc" for the pay periods ending September 19, October 17, and November 14, 1999. The final W-2 Report and files for 1999 will be produced after the last payday for the year. These reports will be distributed to the agencies and may be viewed through **BUNDL**.

Each agency is responsible for information reported on the W-2 file. Therefore, every effort should be made to see that information in the system is correct before this file is produced. **Employer and employee names, addresses, valid zip codes, tax numbers and individual amounts, including fringe benefits,** must be carefully checked and verified. Please refer to OSUP Memorandum #2000-03 "Employee Names in UPS" issued on August 5, 1999, for guidelines and examples that should be followed when entering/changing an employee's name in UPS.

**UPS will not produce W-2's for any employee with invalid or no codes for EIC, CAFE, or Tax Shelter deferrals, zero gross wages, or with negative W-2 data. These employees will not be on the W-2 Report, but will appear on the W-2 Exception Report. Immediate attention should be given to this report as adjustments to tax payments, employee yearly records, and W-2c's for 1998 may be required prior to producing final W-2's and reports after the last payday of December.**

Every effort should be made to process the necessary adjustments that are noted as outstanding on the 941/L3 W-2 Reconciliation for the quarter ending September 30, 1999. The IRS and the Department of Revenue will penalize agencies if W-2 records and 941/L3 reports for the year do not equal. Many agencies have received IRS notices on this in previous years.

Please research any problems and process all required changes or adjustments as soon as possible. OSUP Memorandum #99-28, dated December 10, 1998, outlines the instructions for correcting W-2 records. Subsequent OSUP memoranda will be distributed at the end of the year providing additional 1999 W-2 information (e.g., processing/update schedules for December and January, reporting and correcting W-2's, final remittance and reconciliation of taxes). Refer to a future OSUP memorandum on new procedures for processing of W-2

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-09

September 16, 1999

Page 2

balance adjustments. There must be cooperation and coordination of these activities/deadlines between personnel, payroll and accounting staff to accomplish proper reporting and payment of W-2 and W-2c related information.

For further explanation or clarification of this information, contact a member of the User Services Unit at (225):

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Lawanna Green	342-5345	Paula Rotolo	342-5357

RSM:PAR:mmh